

**SECRET**

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UNITED STATES GOVERNMENT

# Memorandum

TO : Records Administration Officer

DATE: 20 March 1963

FROM : Area Records Officer, FDD/00

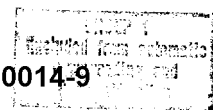
SUBJECT: Revision of Records Control Schedule

Enclosed is the requested revision of Records Control  
Schedule No. 25.06-59, item 15.



25X1

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Item No.	<u>Files Identification</u>	Volume	<u>Disposition Instructions</u>
15	<p>INFORMATION REPORTS</p> <p>One copy of each information report and publication produced by the Division. These are maintained here for convenience of reference. Filed by report number or by title and category.</p>		
25X1	<p>a. <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span> reports. Copies are available from CIA Library.</p> <p>b. Summary, Translation, Consolidated Translation Survey, Reference Aid, Research Aid, X, JPRS, and other publications. Copies of most reports are available in Records Center.</p>	327.0	<p>a. Temporary. Destroy one year after publication. Official Agency record copy is on microfilm in OCR/Library. (Exceptions, all reports published prior to 1958)</p> <p>b. Temporary. Forward to Records Center for supplemental distribution one year after publication date. A permanent record copy is deposited in Records Center as published.</p>